

Task Code 090 and 100: GATHER INFORMATION, BRIEFINGS AND DIRECTOR DECISION PROCEDURES

PURPOSE

To ensure that the projects are ready for decision/hearing, to provide guidance for finalizing Director Decisions, and to prepare a public record.

OUTLINE OF PRIMARY STEPS

Task 090 – Gather Information/Briefings

Completed by Project Manager

- Verify that the Project is Ready for Resolution/Decision Writing
- Check Trust Account balances in KIVA. Check the balance to determine if funds are adequate. If funds are low, estimate the amount of additional funds that will be needed to complete the process (hour estimates in cost estimating worksheet can help you estimate) and request additional funds. If account is in deficit, the project manager cannot write resolution/decision or docket for hearing until more money is deposited into account.
- Gather the following information and complete the tasks detailed below to prepare the decision/resolution and to ensure the project is ready for hearing/decision:
 - General Plan Designation and Zoning Use Regulation
 - CEQA Completion Transmittal Memo
 - Facility/Service letters
 - Evidence of Stormwater Management Plan approval
 - Any waivers that will be granted, along with substantial evidence in support of any such waiver
- Determine the decision making authority (Director, Zoning Administrator, Planning Commission or the BOS)
- Prepare Findings to approve or deny the project
- Determine if an Indemnification Agreement is needed. If the project was submitted after January 3, 2003, an indemnification agreement if not needed. If a project was submitted prior to January 3, 2003 and warrants an indemnification agreement this must be taken to the BOS as a separate item.
- Identify Applicable Community Planning Group Conditions
- For projects with a previously approved decision/resolution: Obtain a signed copy of the previously approved decision/resolution
- Obtain the latest accepted version of Map or Plot Plan
- For Hearing Items ONLY (PC/BOS/ZA), Prepare Draft Decision/Resolution. It is essential to prepare the Draft Decision/Resolution at this time to allow you to catch potential issues that need to be resolved prior to setting the hearing date.
 - Verify that proposed improvements are what was actually reviewed and shown on the map/plans.
 - If the final DPW/DEH/DPR final conditions have changed since applicant concurrence with the conditions in the Application Amendment Form or if no Application Amendment Form was sent for the project, forward the complete package of DPW/DEH/DPR final conditions to the applicant for review so that any questions can be resolved before preparing the hearing documents.Provide the draft decision to Planning Manager for preliminary review.
- For all projects, complete the Project Briefing Worksheet
- Planning Manager Review. Schedule a 15 to 30 minute briefing (depending on complexity) with your Planning Manager.
- Attend Tuesday Briefings to obtain a final recommendation on the project. All projects going forward for a recommendation of approval/denial must attend.

Task 100 – Prepare Decision/Resolution Completed by Project Manager

- Complete the Decision/Resolution
- Submit draft to Planning Manager for review. The Planning Manager will review the documents, including the project conditions. Ensure the conditions/mitigation measures are feasible and can be enforced. If there are complex conditions or conditions that will require future monitoring by County staff, the Planning Manager will forward them to the Permit Compliance Coordinator for review (110 task code).
- Incorporate Planning Manager revisions and return to your planning manager for signature (Decision and Environmental Doc).
- Finalize NOD/NOE and mail Preliminary Decision Documents
 - Complete the Certificate of Service form
 - Sign the NOD/NOE, ensure applicable Fish and Game Fees and County Clerk fees are attached
 - Bring the appropriate documents to the Project Planning Secretary for copying, mailing, and distribution.
 - Each page of the maps/plot plans and the Decision will be stamped with a “Subject to 10 Day Appeal” statement by the Secretary.
 - The maps/plot plans and Decisions distributed in this step are subject to a 10 day appeal. The 10 day appeal period applies to maps and permits. It does not apply to Minor Deviations or Environmental appeals. The documents will inform the interested parties of the decision made at the hearing and the appeal period.
 - The secretaries will mail the Maps/Plans and Decisions, stamped with the ‘Subject to 10-Day Appeal’ with the documents listed in the step above.
- NOD/NOE distribution. The section secretary will mark the distribution date on the bottom of the NOD and distribute copies as follows:
 - a) the County Clerk
 - b) if there are State responsible or trustee agencies, the State Clearinghouse
 - c) Project Applicant
 - d) Project File
- For a Director’s Decision - Get an assignment for Task Code 101 – Case Closure Procedures for Case Closure
- For Hearing items: move onto 092 or 093 and 094 and 095 tasks.